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U.S. Shipping Board
Emergency Fleet Corp.

The physical examination
in the Employment Depart.

Philadelphia

1919

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The Physical Examination

IN THE

Employment Department

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SPECIAL BULLETIN

FEBRUARY, 1919

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EMPLOYMENT MANAGEMENT BRANCH
INDUSTRIAL RELATIONS DIVISION

UNITED STATES SHIPPING BOARD EMERGENCY FLEET CORPORATION
PHILADELPHIA
1919

PHYSICAL EXAMINATION OF WORKERS

The present day employer recognizes that the output of his plant is not wholly determined by the type of buildings which house his business, nor by the amount and grade of machinery with which the plant is equipped, nor yet by the grade of raw materials used. He knows that all of these important elements of production are entirely controlled by the human factor—the men who operate the plant. He knows, furthermore, that an adequate force of capable and contented workers—every one in a position suited to him—is one of the final considerations in determining whether the business will pay maximum dividends or not.

One of the necessary means of insuring the proper adjustment of employees to their work is to have a carefully conducted physical examination of all workers *at the time of their employment*, followed by adequate methods of conserving the health of the employees throughout the period of their service with the company.

Recently the enactment of Workmen's Compensation laws in many of the states has emphasized to a large number of employers the need for adopting the physical examination as a factor in the selection and placement of their workers as a means of mutual protection.

Attention also is called to the following quotation from the Committee on Welfare Work, of the Committee on Labor (Samuel Gompers, Chairman) of the Advisory Commission of the Council of National Defense, which was prompted to action in this regard by the need for greater consideration of the health of workers to maintain maximum production on war work.

> "It is the sense of this conference that the physical examination of workers is primarily a measure of health conservation and also essential to maximum production—a war necessity.
>
> "That the purpose of a medical examination is not to eliminate the worker from industrial service but to adapt him to the work he is physically fitted for.

"THEREFORE BE IT RESOLVED, In view of the publicly announced policy of the Government centralizing the recruiting of labor in the United States Employment Service, that this conference recommend that the medical examination of the workers be one of the functions of the government labor recruiting agency.

"It further recommends the establishment of a central examination board, composed of representatives of the workers, employers, and the Government.

"That this board issue examination cards indicating the health of the workers and classify according to physical fitness.

"Such a system of centralizing physical examination of workers does not prevent employers from maintaining their own system of physical examinations and follow-up methods for the purpose of conserving the health of their workers."

The physical examination, as a part of the employment service of a plant, brings a two-fold advantage:

1—To the employer.

2—To the employee.

1—The employer's advantages:

(a) The selection and placement of employees according to the findings of a reliable physician helps the employer reduce the number of *accidents*, which often are due in a large measure to improper placing of employees.

(b) The system reduces the time lost from production through accident and sickness.

(c) It increases production by providing a working force that is generally physically fit.

2—The employee's advantages:

(a) The employee is given work for which he is physically fitted.

(b) His health is protected by reason of the fact that he is protected from exposure to fellow-workers who are suffering from or are carriers of communicable disease.

(c) Through his own protection from communicable disease his family is protected.

(d) By being selected for work for which he is physically fit individually, he is given a position that will not undermine his health and his attention also is early directed to any physical defect which would later tend to impair his ability to work profitably, thus giving him the opportunity to recuperate his health if it has been impaired previous to the time when he receives employment.

(e) His protection from accident is greatly increased.

(f) His earning power is increased because he is given work for which he is particularly adapted.

Large establishments in which the owners have recognized that they owe these considerations to their employees as well as to themselves have had the physical examination with a thorough follow-up system in effect for a number of years.

The benefits to be derived are great, both to the employer and the employee, and aside from questions of the personal health and contentment of the workers, the money *cost* necessary to maintain an adequate system, through the reduction of accidents and sickness and increased effectiveness and production, is *less* than not to maintain one.

Facilities for giving physical examination to workers at the time of their employment, as well as for proper follow-up methods, are provided for in the layouts of the employment buildings given in Bulletin II, "The Employment Building," issued by the Employment Management Branch of the Industrial Relations Division. *A copy of the "Medical Examination Record," recommended by the Committee on Welfare Work of the Council of National Defense, with slight revision, is given on the following pages.*

MEDICAL EXAMINATION RECORD

Of ..... (Name)

Address ..... Age ..... Sex { Male / Female } (Married) (Single) (Widowed)

Color ..... Weight ..... Height .....

Previous Occupations .....

		Remarks
General Appearance:	Deformities	
	Malnutrition	
	Glands	
Skin:	Diseases, Eruptions, Parasites	
Eyes:		With Glasses
	Near Vision (R. ..... (L.	(R. ..... (L. .....
	Distant Vision (R. ..... (L.	(R. ..... (L. .....
Ears:	Hearing (Right	
	Hearing (Left	
Nose:	Obstructed Breathing (Caused by	
Mouth and Throat:	Teeth 1. Excessive number missing	
	Teeth 2. Excessive number decayed	
	Teeth 3. Pyorrhea	
	Ulcerations	
	Other disease conditions	

		Remarks
Lungs:	Abnormal physical signs	
	Diagnosis	
Heart:	Abnormal physical signs	
	Diagnosis	
	Blood Pressure (See note)	
Nervous System:	Local Paralysis	
	Epilepsy	
	Disease of nervous system	
Extremities:	Deformities	
	Varicose Veins	
	Flat Foot	
	Stiff Joints	
General:	Hernia	
	Hemorrhoids	
	Evidence of Active Venereal Disease	
Special Comment:		

Date of examination .....

Signature .....

Laboratory Diagnosis:	Remarks
Urine ..... Sp. Gr. ..... Albumin ..... Caste ..... Sugar	
Sputum (Tubercle Bacilli, if necessary)	
Blood examination (if necessary)	
Nature of Treatment or Care Required	
Condition on Re-examination	

Date of examination .....

Signature .....

(See other side for explanatory remarks)

EXPLANATORY NOTES:

MAKE BOLD CIRCLE AROUND ANY ABNORMAL CONDITION

ADDRESS—Under this head inquire as to places of residence in preceding three months.

PREVIOUS OCCUPATIONS—Inquire particularly as to exposure to hazardous occupations.

GENERAL APPEARANCE—Note eruptions on skin, especially if communicable.
Note presence of glandular enlargements of abnormal character.
Under Deformities should be included loss of a limb or of part of a limb or the result of serious injuries or loss of eye and also faulty postural or spinal defect.

EYES—Test Vision with Snellen Test Type, at a distance of 20 feet if practicable, or employ Snellen Reverse Type card placed beside applicant and reflected in mirror at a distance of 10 feet.
When sight is defective and glasses are obtained to correct same, tests should be made with glasses to ascertain their adequacy. Under diseases note any opacities of cornea or other causes of defective vision as well as infectious eye conditions.

HEARING—Test with ordinary dollar Ingersoll watch held at a distance of 2 feet from the ear.
Under diseases note particularly chronic purulent Otitis media.

TEETH—Even when a relatively large number of teeth remain, note whether enough are in opposition for purposes of mastication. The presence of Pyorrhea should be determined by making pressure on the gums.

MOUTH—Note particularly presence of mucous patches of secondary syphilis.

LUNGS AND HEART—Record physical signs that indicate evidence of abnormal conditions. Whenever practicable in examining persons over 40 years of age, record systolic and diastolic blood pressure readings.

NERVOUS SYSTEM—In examining for epilepsy note particularly presence of scars on tongue. Examine reflexes (ocular, knee jerks, etc.), if there appears to be suspicion of nervous or mental disease.

EXTREMITIES—The presence of disabling deformities should be particularly noted. Note especially ulcers.

SPECIAL COMMENT—Under this head, it is desired that the medical examiner should summarize all the abnormal conditions found by him and make a plain and direct statement, indicating whether any of these conditions or all of them combined would tend to disqualify the applicant from general physical labor or from special forms of physical exertion.

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TITLE